Collection Agency Quarterly Notification of Collectors/Agents thru Access Idaho

Access Idaho and the Department of Finance have partnered to offer collection agency applicants and licensees an online filing and record maintenance system for their company agent filings. The free voluntary option will allow a company to enter new agents, manage existing agents and rosters, track late or missing filings and even pay for their quarterly agent additions or annual renewal agent fees by echeck or credit card. The cost of the design and maintenance of the system is covered by the Department. Licensees will only incur the cost of the convenience fee associated with their chosen payment method which will include electronic checks and certain credit cards. This new option will apply to both “paper” license filers and those that elect to participate in the NMLS. Questions may be directed to collections@finance.idaho.gov or by calling 208-332-8002.

Steps For Filing:

Step #1: Get An Access Idaho Account and Email user account to Department of Finance from Access Idaho. This is a one-time event for setup.

Go to: https://accessidaho.org/df/collection/

Once you receive your Access Idaho username you will need to email it to the following email address: collections@finance.Idaho.gov or call 208-332-8002 and select option 4. This user account will be used to link you directly to your agent list. A user account is required to take advantage of this online process.

Step #2:   When you click on **Continue**, you should see the following screen:

Please log in or set up a new account.

Step #3: Email your new user account name along with the email address that you used for the Access Idaho setup. Both of these items will be required before you can use the Access Idaho online system for agent registration. Please note: After you email your new user account name and email address to the Idaho Department of Finance, using this email address: collections@finance.Idaho.gov you will receive a reply email from the Department instructing you that all links have been completed. Don't become alarmed if you do not receive this reply email instantaneously, as it will take anywhere from a few hours to a couple of working days. This is a one-time setup process.

Step #4: Log in to your account:

The example will use the made-up company**: " TEST COLLECT ABC INC."**

This is what the screen will look like:

Please Note: If you report by branch, each active branch will be shown.

PLEASE NOTE: This online process is to be used to add, remove or renew agents only. The online process is not to be used to move agent branch locations or to add/remove the Responsible Person in Charge (RPIC). These processes must be done manually by contacting the Department.

Step #5 : Renew Agents:

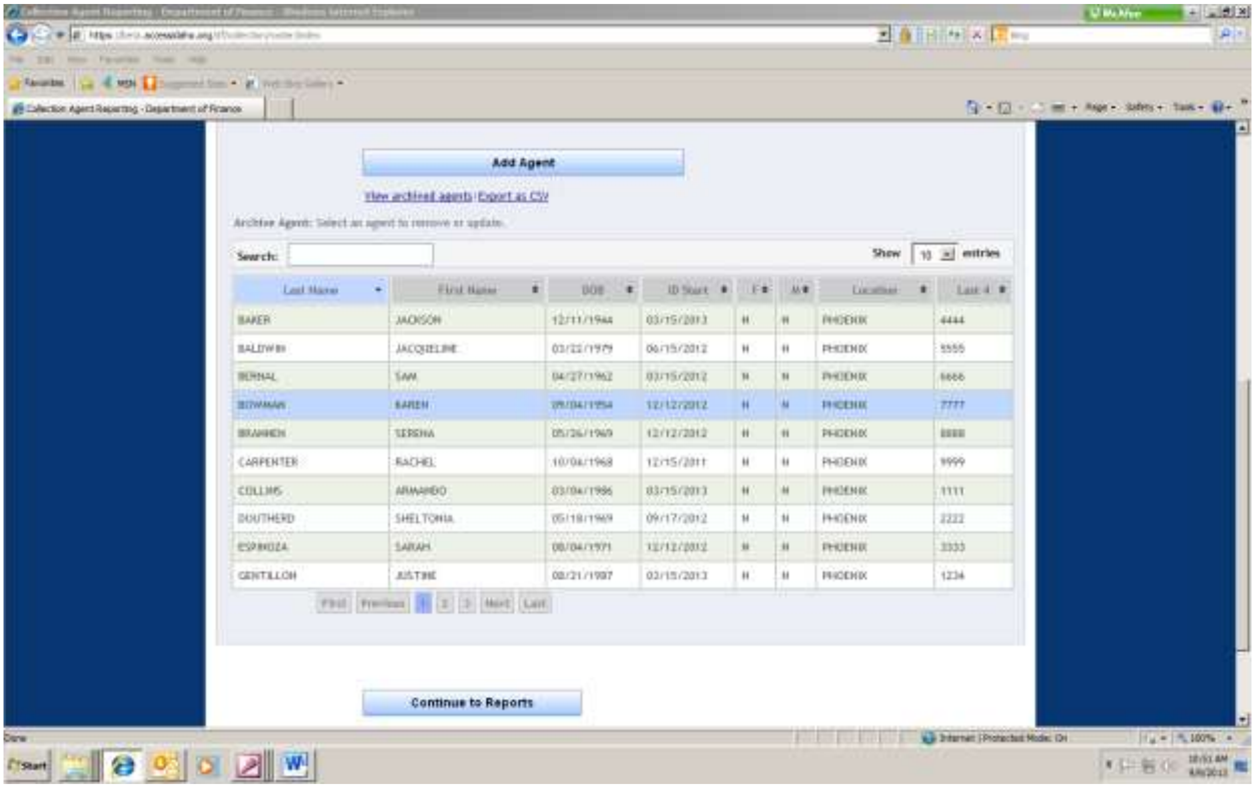
This is what the Roster will look like.   You will be able to print the roster or have it exported to an excel file.

Step #6: Continue to reports:

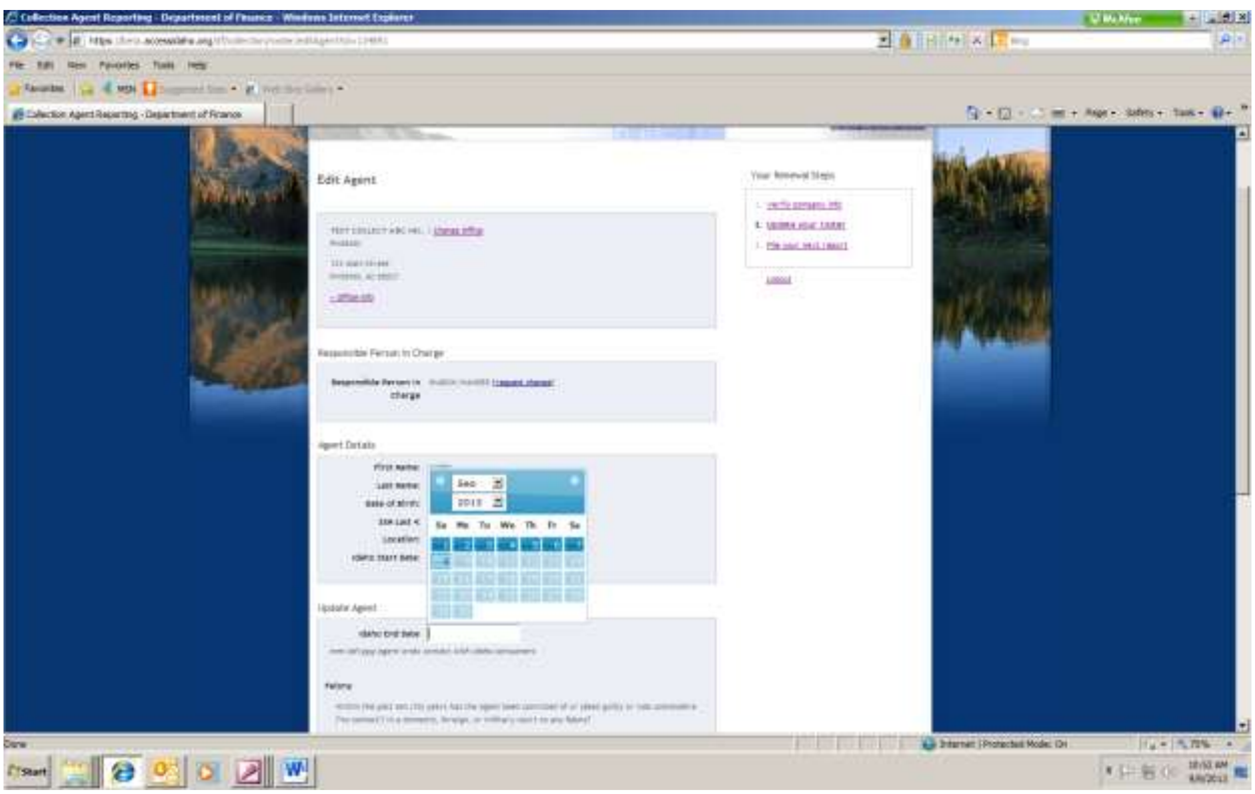
This is what the screen should show:

Step #7: Terminate Agents. This example is how to terminate an example agent “Karen Bowman”

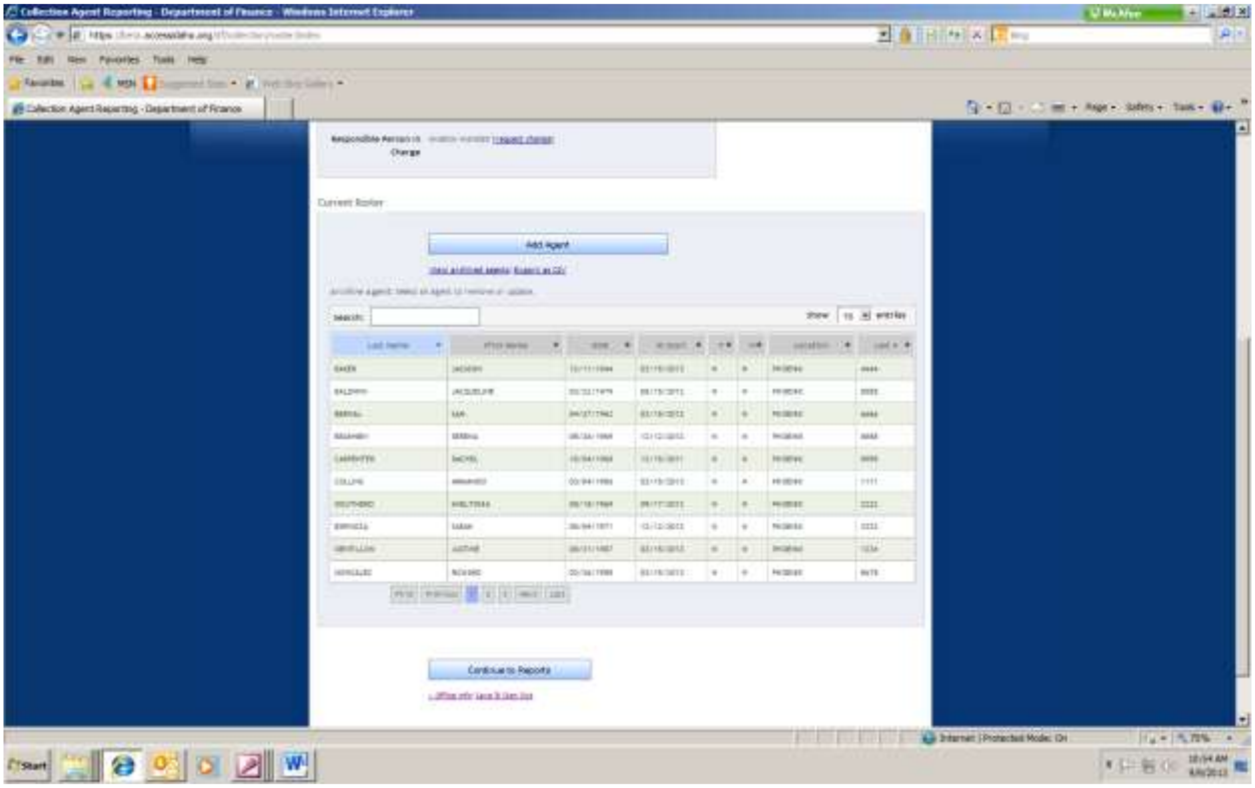
Highlight her name and click.



Then enter the Idaho End Date, and then Archive Agent



You will be returned to the roster, without the terminated Agent.



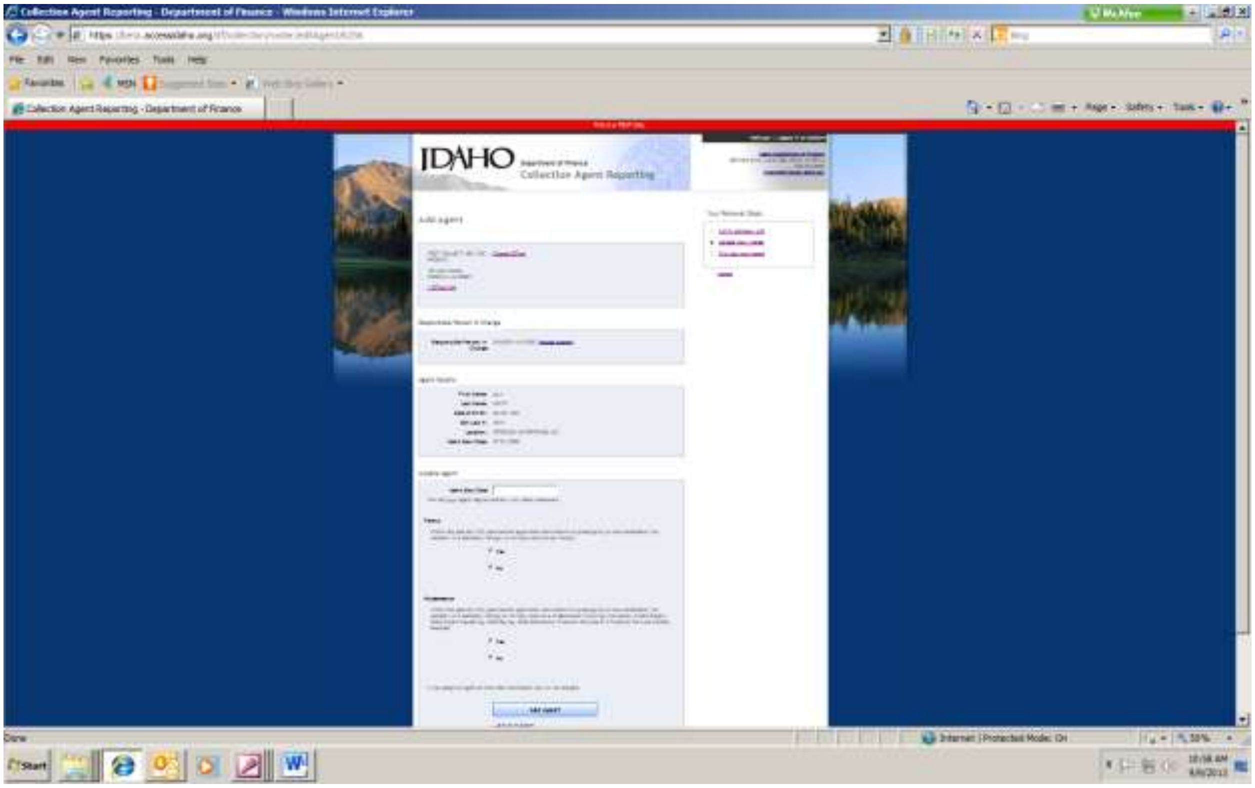
Step #8: Add an Agent:

Enter name: “Smith”

This will bring up a list of Agents that are on file with Idaho Department of Finance with the last name of “Smith”:

If the desired name is located, click on it.

If this is the correct person, enter the Idaho Start Date and respond to the additional questions.

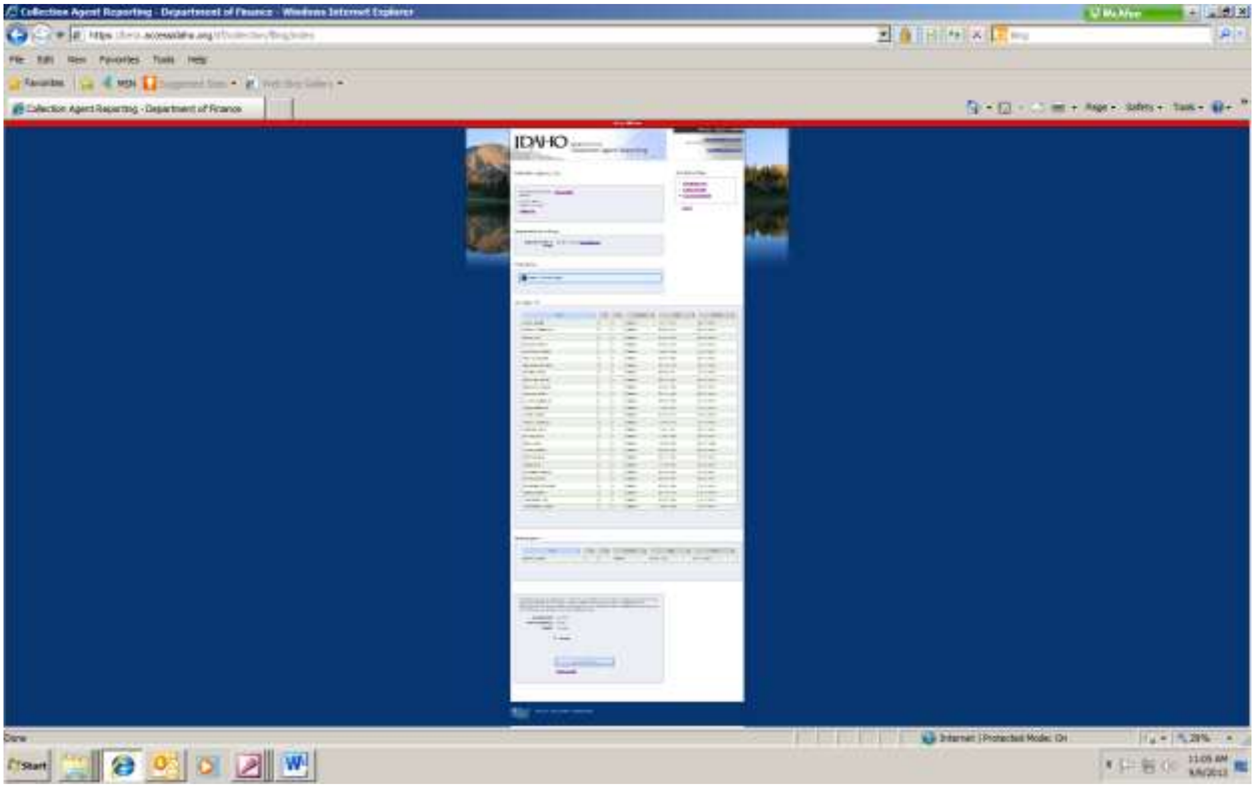


To enter a new person as an agent that is not on file, go to “return to Roster” and click. This time you will leave the search name Blank and click search.

Then click on "Create a New Agent"

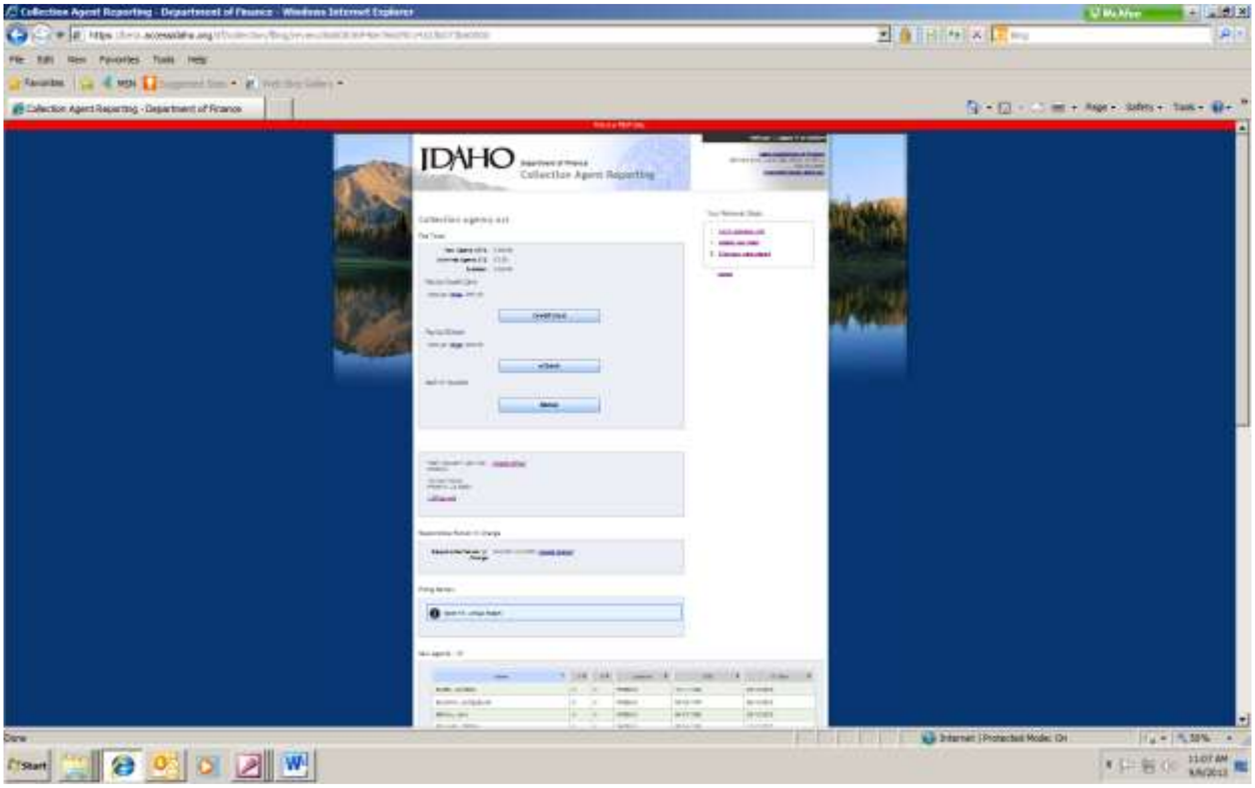
Please complete all fields and then click "Add Agent"

Once the roster is correct and complete, go to “File Your Next Report”



Step #9 Accept and review:

Choose your payment option and complete the Report.



Step #10: Log out or report on another branch.